



# 2024-2025 MICHIGAN'S AMERICORPS COMPETITIVE NOTICE OF FUNDING OPPORTUNITY & APPLICATION INSTRUCTIONS

<b>State Commission:</b>	Michigan Community Service Commission
<b>Issuing Federal Agency:</b>	AmeriCorps
<b>Funding Opportunity Title:</b>	Michigan's AmeriCorps FY 2024
<b>Funding Type:</b>	Competitive
<b>Assistance Listing Number:</b>	94.006

**Summary Statement:** This is a funding opportunity for Institutions of higher education, local governments, school districts, nonprofit organizations, and public health departments in Michigan to apply for AmeriCorps members to strengthen communities by serving.

## IMPORTANT DATES

---

<b>October 11, 2023</b>	Intent to Apply due by 5:00 PM EST (New & Recompete Applicants) Organizational Readiness Assessment due by 5:00 PM EST (New Applicants)
<b>November 2, 2023</b>	Applications are due in eGrants by 5:00 PM EST Supplemental documents due via email by 5:00 PM EST
<b>April 2023</b>	Funding Announcements
<b>July/August 2023</b>	Funding Awarded
<b>August 2023</b>	Program Start

With additional questions, contact [LEO-MIAmeriCorps@michigan.gov](mailto:LEO-MIAmeriCorps@michigan.gov)

## Table of Contents

APPLICATION RESOURCES.....	3
A. PROGRAM DESCRIPTION.....	4
B. FEDERAL AWARD INFORMATION.....	6
C. ELIGIBILITY INFORMATION.....	7
D. FUNDING REQUIREMENTS.....	9
E. APPLICATION AND SUBMISSION INFORMATION .....	12
F. APPLICATION COMPONENTS.....	14
G. CONTINUATION REQUESTS.....	27
H. APPLICATION REVIEW INFORMATION.....	30
I. MICHIGAN’S AMERICORPS SUBGRANTEE EXPECTATIONS.....	33
J. AWARD ADMINISTRATION INFORMATION.....	34
K. TECHNICAL ASSISTANCE .....	37

## APPLICATION RESOURCES

Use this document to apply for Michigan’s AmeriCorps State Competitive grant funding for program year 2024-25 if you are a recompetiting applicant, a competitive continuation applicant, or a new applicant who meets the eligibility criteria applying as a single-state applicant in Michigan. If you are submitting a request for continuation, please see the [Continuation Requests](#) section of this document.

These grants are awarded to organizations that propose to place AmeriCorps members in service solely within Michigan. Selected organizations will receive grants to support AmeriCorps member positions that engage members in service to meet critical needs in Michigan. If you are a national or multi-state applicant, please refer to [AmeriCorps’ National list of Funding Opportunities](#).

These application instructions conform to the Corporation for National and Community Service’s online grant application system, [eGrants](#).

Use this document in conjunction with the [AmeriCorps Regulations](#) (45 CFR § 2520–2550), the AmeriCorps Mandatory Supplemental Information, Appendices & Attachments, and the AmeriCorps Performance Measure Instructions on the [MI AmeriCorps Funding page](#) to complete your AmeriCorps State grant proposal for program year 2024-25. Resources to help complete this application can be found at the [MI AmeriCorps Funding page](#) and the [AmeriCorps Funding Opportunities page](#).

The AmeriCorps regulations include pertinent information. The full regulations are available online on the [Code of Federal Regulations website](#).

**Requirements in the AmeriCorps Regulations**

Topics	Citation in the AmeriCorps Regulations
Member Service Activities	<a href="#">§2520.20 - §2520.55</a>
Prohibited Activities	<a href="#">§2520.65</a>
Tutoring Programs	<a href="#">§2522.900-2522.950</a>
Matching Funds	<a href="#">§2521.35-2521.90</a>
Member Benefits	<a href="#">§2522.240-2522.250</a>
Calculating Cost Per Member Service Year (MSY) <sup>1</sup>	<a href="#">§2522.485</a>
Performance Measures	<a href="#">§2522.500-2522.650</a>
Evaluation	<a href="#">§2522.500-2522.540</a> and <a href="#">§2522.700-2522.740</a>
Selection Criteria and Selection Process	<a href="#">§2522.400-2522.475</a>

If there is any inconsistency between the AmeriCorps Regulations, the *Notice*, and the Application Instructions, the order of precedence is as follows:

1. AmeriCorps Regulations [45 CFR §§ 2520–2550](#) take precedence over the
2. *Notice of Federal Funding Opportunity/Notice of Federal Funding Availability*, which takes precedence over the
3. Application Instructions

---

<sup>1</sup> One Member Service Year (MSY) is equivalent to at least 1700 service hours, which is a full-time AmeriCorps position. The CNCS cost per MSY is determined by dividing the CNCS share of budgeted grant costs by the number of MSYs requested in the application. It does not include childcare or the cost of the education award.

## **A. PROGRAM DESCRIPTION**

### **A.1. Purpose of AmeriCorps Funding**

AmeriCorps improves lives, strengthens communities, and fosters civic engagement through service and volunteering. AmeriCorps brings people together to tackle some of the country's most pressing challenges through national service and volunteerism. AmeriCorps members and AmeriCorps Seniors volunteers serve with organizations dedicated to the improvement of communities and those serving. AmeriCorps helps make service a cornerstone of our national culture.

AmeriCorps grants are awarded to eligible organizations proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions/practices to strengthen communities. An AmeriCorps member is an individual who engages in community service through an approved national service position. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members earn a [Segal AmeriCorps Education Award](#) that they can use to pay for higher education expenses or apply to qualified student loans.

### **A.2. Who We Are**

The Michigan Community Service Commission (MCSC) utilizes service as a strategy to address the state's most pressing issues and empowers volunteers to strengthen communities. We are governed by a citizen board that is appointed by the Governor. The MCSC is the state agency that administers AmeriCorps State funding in Michigan. Single-state applicants in Michigan must apply for AmeriCorps State funding through the MCSC.

AmeriCorps is a federal agency that funds organizations to make positive impact in communities. To support the placement of AmeriCorps members and AmeriCorps Seniors volunteers in communities, AmeriCorps provides millions in grants every year.

### **A.3. Focus Areas & Funding Priorities**

#### **Focus Areas**

Please see the AmeriCorps Focus Areas in Appendix I found on the [MI AmeriCorps funding](#) page.

#### **Funding Priorities**

AmeriCorps released its [2022-2026 Strategic Plan](#) which defines the agency's goals and objectives to advance the agency's mission to improve lives and strengthen communities. AmeriCorps will execute the following goals to better position the agency to respond to national and local needs and help the communities it serves prosper:

1. Partner with communities to alleviate poverty and advance racial equity
2. Enhance the experience for AmeriCorps members and AmeriCorps Seniors volunteers
3. Unite Americans by bringing them together in service
4. Effectively steward federal resources
5. Make AmeriCorps one of the best and most equitable places to work in the federal government

AmeriCorps will invest in existing and new partnerships with non-profit, faith-based, and Tribal organizations, and State Service Commissions, to get things done for America. The agency will prioritize investment in the most critical issues of our time — public health, climate and the environment, and education and economic opportunity — within AmeriCorps' Focus Areas (Appendix 1) and will increase its efforts to ensure AmeriCorps members, AmeriCorps Seniors volunteers, and community-based volunteers reflect the communities where they serve.

AmeriCorps will target its investments toward communities where the need is greatest, particularly those with populations that face racial inequality and poverty. These steps will enable more Americans than ever to strengthen the communities that need it most across the nation through their service.

AmeriCorps' priorities for this funding opportunity are:

- Organizations leading service in communities with concentrated poverty, rural communities, tribal communities, and those organizations serving historically underrepresented and underserved individuals, including but not limited to communities of color, immigrants and refugees, people with disabilities, people who identify as part of the LGBTQIA+ community, people with arrest and/or conviction records, and religious minorities;
- Evidence-based interventions on the [AmeriCorps Evidence Exchange](#) that are assessed as having Moderate or Strong evidence. Please note that many of these interventions have demonstrated effectiveness in improving outcomes for individuals living in underserved communities and that the agency has committed resources to supporting grantees seeking to replicate and evaluate these interventions in similar communities;
- Veterans and Military Families, Caregivers, and Survivors – a program model that improves the quality of life of veterans and improves the well-being of military and veteran families, caregivers, and survivors;
- Faith-based organizations;
- Programs that provide additional benefits to AmeriCorps members aimed at enhancing member experience and bolstering member recruitment and retention such as paying more than the minimum living allowance, transportation, housing, food, etc.;
- Programs that create workforce pathways for AmeriCorps members, including deliberate training, certifications, and hiring preferences or support;
- Environmental Stewardship, including supporting communities to become more resilient through measures that reduce greenhouse gas emissions, conserve land and water, increase renewable energy use and improve at-risk ecosystems, especially in underserved households and communities;
- Community-based programs that enhance and expand services to second chance youth and/or engage those youth as AmeriCorps members;
- Programs that support civic bridgebuilding programs and projects to reduce polarization and community divisions; and providing training in civic bridgebuilding skills and techniques to AmeriCorps members;
- Programs focused on implementing or expanding access to high-quality early learning and those that prepare AmeriCorps members to enter early learning careers.

To receive priority consideration, applicants must show that the priority area is a significant part of the program focus and intended outcomes and must include a high-quality program design. Proposing programs that receive priority consideration does not guarantee funding.

## **B. FEDERAL AWARD INFORMATION**

### **B.1. Estimated Available Funds**

AmeriCorps expects a highly competitive AmeriCorps grant competition. AmeriCorps reserves the right to prioritize providing funding to existing awards over making new awards. The actual level of funding is subject to the availability of annual appropriations.

### **B.2. Estimated Award Amount**

Award amounts will vary as determined by the scope of the projects.

### **B.3. Period of Performance**

AmeriCorps anticipates making three-year grants. AmeriCorps generally makes an initial award for the first year of the period of performance, based on a one-year budget. Applicants must submit a one-year budget. Applicants may propose any program start date that aligns with their program design. Continuation awards for subsequent years are not guaranteed; they depend upon availability of future appropriations and satisfactory performance. For fully funded awards (those who have received more than one year of funding), those funds are guaranteed.

The period of performance may not be before July 1, 2024. Applicants may propose any program start date that aligns with their program design. However, program operations may not occur until the date AmeriCorps awards the grant AND the date of a fully executed grant contract through the MCSC and the State of Michigan. AmeriCorps expects to make competitive funding awards in mid-July.

### **B.4. Award and Grant Types**

#### **Funding Types**

- **AmeriCorps State Competitive Funding Grants:** AmeriCorps State competitive applications are submitted to the MCSC. Eligible applications are reviewed at the state level and then sent to AmeriCorps (federal level) where they are selected for funding or returned to the state for further consideration under the formula grant process.
- **AmeriCorps State Formula Funding Grants:** The State of Michigan receives an annual formula allocation of funds from AmeriCorps. The MCSC determines which applications receive formula grants in the state of Michigan. The formula application process welcomes new applications. An applicant that is not selected for competitive funding may be considered for formula funding. Dependent on funding availability, a separate grantmaking process for formula funds will be conducted in early 2024.

#### **Grant Types**

There are two types of grants: cost reimbursement and fixed amount. With either a competitive or formula grant AmeriCorps/MCSC may award a cost reimbursement or a fixed amount grant to any successful applicant, but availability of a Full-Cost Fixed Amount grant is limited to certain applicants.

Professional Corps applicants are ineligible to receive for Cost Reimbursement grants. Use the Eligibility section and the Mandatory Supplemental Information (found on the [MI AmeriCorps funding](#) page) for more information, including definitions of terminology. AmeriCorps will not provide both types of grants for the same project in one fiscal year.

## Grant Types

Grant Types	Cost Reimbursement	Fixed Amount			
Available Subtypes	Traditional	Full-Cost	Education Award Program (EAP)	Professional Corps <i>Use Mandatory Supplemental Information for further requirements</i>	No Cost Slots
Maximum Cost per MSY*	\$25,000	\$25,000	\$800 or \$1,000**	\$1,000	\$0
Type of Slots in the National Service Trust***	FT, TQT, HT, RHT, QT, MT, AT	FT, TQT, HT, RHT, QT, MT, AT	FT, TQT, HT, RHT, QT, MT, AT	FT Only	FT, TQT, HT, RHT, QT, MT, AT
Budget Submission Required	Yes	No		No	No
Availability of Funds linked to enrollment and retention of awarded MSYs	No	Yes			No
Special Requirements	N/A	N/A		Must place qualified professionals in communities with an inadequate # of such professionals. Member salaries & benefits must be paid entirely by organization where member serves & not included in budget.	N/A
Financial Reporting Requirements	Yes	No			
Available to new Applicants	Yes	No	Yes		

\* Member Service Year (MSY): One Member Service Year (MSY) is equivalent to a full-time AmeriCorps position (at least 1,700 service hours.)

\*\* Per [42 U.S.C. § 12581a](#), the Corporation may provide the operational support under this section for a program in an amount that is not more than \$800 per individual enrolled in an approved national service position, or not more than \$1,000 per such individual if at least 50 percent of the persons enrolled in the program are disadvantaged youth.

\*\*\* FT = Full Time, TQT = Three Quarter Time, HT = Half Time, RHT = Reduced Half Time, QT = Quarter Time, MT = Minimum Time, AT = Abbreviated Time

## C. ELIGIBILITY INFORMATION

### C.1. Eligible Applicants

The following non-federal entities (all of which are defined in [2 CFR 200.1](#)) are eligible to apply:

- Institutions of higher education
- Local governments
- Nonprofit organizations

Applicants must have a valid SAM registration and Unique Entity Identifier to receive an award. Use [Section D.3. Unique Entity Identifier and System for Award Management \(SAM\)](#) for more information.

## **C.2. Eligibility in Michigan**

To be an eligible applicant for competitive funding through the MCSC, an entity must qualify in one or more of the following ways:

- Entity has been a recipient of a Michigan's AmeriCorps State grant for at least 12 months;
- Entity is operating an AmeriCorps planning grant at the time of application or has operated a Michigan's AmeriCorps State planning grant within 12 months of application;
- Entity can demonstrate significant past experience operating a national service program;
- Entity has consulted with the MCSC staff prior to application and determined applying for competitive funding makes sense for the circumstances.

## **C.3. Types of Applicants**

### **New Applicants**

AmeriCorps encourages organizations that have not received prior funding from AmeriCorps to apply. New Applicants under this NOFO are those who you are applying for the first time, have only received formula funding in the past, are a former competitive grantee whose last AmeriCorps grant was received more than five years ago, or are a planning grantee applying for an operational grant. New applicants are eligible to apply for Cost Reimbursement and Education Award Program (EAP) grants but are not eligible to apply for Full Cost Fixed Amount grants.

### **Recompeting Applicants**

Recompeting applicants under this NOFO are those that have previously received competitive funding through the AmeriCorps agency and are applying for a new cycle of funding.

### **Continuation Applicants**

Continuation requests under this NOFO are applicable only to programs that are currently in their first or second year of operation within a grant cycle. Continuation applicants must submit an application in order to be eligible to receive funding for the following year. See Continuation Requests section for instructions.

## **C.4. Threshold Issues**

Applications should reflect that they meet the following threshold requirements for the grant type for which they are applying.

- Professional Corps applicants and/or applicants determined to be a Professional Corps by AmeriCorps must demonstrate that the community in which it will place AmeriCorps members serving as professionals has an inadequate number of said professionals.
- If the proposed service activities require specialized member qualifications and/or training (e.g., tutoring programs: 45 CFR 2522.910-.940), the applicant must describe how the program will meet these requirements.
- In order to be considered for funding, all applicants must propose program designs that are either evidence-based or evidence-informed. Applicants assessed as lower than the Preliminary evidence tier must provide adequate responses to the Evidence Quality review.

## **C.5. Universal Identifier**

Applicants must include a Unique Entity Identifier (UEI). Applicants must obtain their UEI and register their entity through the System for Award Management (SAM.gov). All grant recipients are required to maintain a valid SAM.gov registration, which must be renewed annually. The Grantee Administrator role in eGrants is the only user that can add the UEI to eGrants. The UEI is added to the organizational attributes page, and then will automatically populate onto all of the applications that are tied to the organization.



## C.6. Other Eligibility Requirements

Under Section 132A(b) of the National and Community Service Act of 1990, as amended, organizations that have been convicted of a Federal crime may not receive assistance described in this Notice. Applications that propose to engage in activities that are prohibited under AmeriCorps' statutes, regulations, or the terms and conditions of its awards are not eligible to receive AmeriCorps funding.

Note that under appropriations provisions annually enacted by Congress, if AmeriCorps is aware that any corporation has any unpaid Federal tax liability—

- that has been assessed
- for which all judicial and administrative remedies have been exhausted or have lapsed
- that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability—

that corporation is not eligible for an award under this Notice. However, this exclusion will not apply to a corporation which a Federal agency has considered for suspension or debarment and has determined that suspension or debarment is not necessary to protect the interests of the Federal government.

Pursuant to the Lobbying Disclosure Act of 1995, an organization described in the [Internal Revenue Code of 1986, 26 U.S.C. 501 \(c\)\(4\)](#) that engages in lobbying activities is not eligible to apply for AmeriCorps funding.

## D. FUNDING REQUIREMENTS

### D.1. Cost Sharing or Matching

#### Fixed Amount Grants

There is no cost share or matching requirement for Fixed Amount grants. AmeriCorps does not provide all the funds necessary to operate the program, therefore organizations should raise the additional revenue required to operate the program. New applicants are not eligible to apply for Cost Reimbursement and Education Award Program (EAP) grants but are not eligible to receive Full-Cost Fixed Amount grants.

#### Cost Reimbursement Grants

Applicants are required to match funds based on the chart below. The applicant's match can be non-AmeriCorps cash and/or in-kind contributions. Applicants must indicate whether the match is proposed or secured. Applicants must demonstrate the ability to meet the match requirement at the time of application submission.

A first-time successful applicant is required to match at 24 percent for the first three-year funding period. Starting with year four, the match requirement gradually increases every year to 50 percent by year ten, according to the minimum overall share chart found in 45 CFR 2521.60 and below.

AmeriCorps Funding Year	1, 2, 3	4	5	6	7	8	9	10+
Grantee Share Requirements	24%	26%	30%	34%	38%	42%	46%	50%

[42 U.S.C. §12571\(e\)](#) requires that grantees that use other Federal funds as matching funds for an AmeriCorps grant to report those amounts and sources to AmeriCorps on a Federal Financial. Grantees must track and be prepared to report on that match separately each year and at closeout.

## Match Waiver

Please see the Match Waiver information for AmeriCorps State and National Grantees located on the AmeriCorps website's [Manage Your Grant](#) webpage. Match waiver requests must be submitted to the MCSC (see [Documents section](#) for submission information) who will submit it to AmeriCorps on your behalf.

## Alternative Match

Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35 percent instead of 50 percent as specified in [45 CFR 2521.60\(b\)](#). To qualify, applicants must demonstrate that the proposed program is either located in a rural county or in a severely economically distressed community. Applicants who plan to request an alternative match schedule should submit a request at the time the application is submitted (see [Documents section](#) for submission information). Additional information regarding Alternative Match is available in the Application Attachments & Appendices on the [MI AmeriCorps funding page](#).

## D.2. Member Living Allowance

### Member Living Allowance

A living allowance is not considered a salary or a wage. Programs are not required to provide a living allowance for members serving in less than full-time terms of service. If a program chooses to provide a living allowance to a less than full-time member, it must comply with the maximum limits in the table below. For Cost Reimbursement grants, the amount must be included in the proposed budget as either AmeriCorps or grantee share. Exceptions are noted below.

While Fixed Amount grant applicants are not required to submit detailed budgets, they are still required to provide a living allowance to members that complies with the minimum and maximum requirements. Exceptions are noted below. Fixed Amount grant applicants should indicate that amount in the application.

**Minimum and Maximum Living Allowance**

Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1,700	\$18,700	\$37,400
Three Quarter-time	1,200	n/a	\$26,180
Half-time	900	n/a	\$18,700
Reduced Half-time	675	n/a	\$14,212
Quarter-time	450	n/a	\$9,724
Minimum-time	300	n/a	\$7,854
Abbreviated-time	100	n/a	\$2,244

### Exceptions to the Living Allowance Requirements

**a. Programs existing prior to September 21, 1993** are not required to offer a living allowance. If an applicant chooses to offer a living allowance, it is exempt from the minimum requirement, but not the maximum requirement set forth above.

**b. Education Award Program EAP Grantees** are not required to provide a living allowance, but if a living allowance is provided, it must comply with the maximum requirements set forth in above.

**c. Professional Corps Grantees** must provide members a living allowance or salary, which must meet the minimum, but may exceed the maximum living allowance set in above. Professional Corps member salaries and benefits including childcare are paid entirely by the organizations with which the members serve; and are not included in the budget request to AmeriCorps (Federal share).

### D.3. Maximum Cost per Member Service Year (MSY)

The AmeriCorps cost per MSY is determined by dividing the AmeriCorps share of budgeted grant costs by the number of MSYs requested. It does not include childcare or the value of the education award a member may earn. The maximum amount an applicant may request from AmeriCorps per MSY is determined on an annual basis.

**Maximum Cost per MSY**

Grant Program	Maximum
Individual Competitive State/Territory Program (cost reimbursement)	\$25,000
Professional Corps competitive Fixed Amount Applicants/Grantees	\$1,000*
Full-cost competitive Fixed Amount Grant	\$25,000
Education Award Program Fixed Amount Grant (competitive & formula)	\$800 or \$1,000**
All non-EAP formula grants***	\$27,000***

\*AmeriCorps requires Professional Corps programs to cover the operating expenses associated with the AmeriCorps program through non-AmeriCorps resources. AmeriCorps will only consider operating funds of up to \$1,000 per MSY if an applicant is able to demonstrate significant organizational financial need.

\*\* [Per 42 U.S.C. 12581a](#), the Corporation may provide the operational support under this section for a program in an amount that is not more than \$800 per individual enrolled in an approved national service position, or not more than \$1,000 per such individual if at least 50% of the persons enrolled in the program are disadvantaged youth.

\*\*\*\$18,000 adjusted for inflation as measured by the Consumer Price Index for all Urban Consumers (As of April 2023 CPI was 0.5 percent).

AmeriCorps reserves the right to 1) treat an applicant that meets the statutory requirements of a Professional Corps as such, whether or not they submitted their application as a professional corps program; and 2) determine whether an applicant has demonstrated inability to effectively operate in the absence of AmeriCorps operating funds.

### D.4. Segal AmeriCorps Education Award

AmeriCorps members who successfully complete a term of service will be eligible for an Education Award from the National Service Trust. The amount of the Education Award is linked to the value of the Pell Grant. A member has up to seven years after their term of service to use the Education Award. Use the [Segal AmeriCorps Education Award](#) webpage for more information.

### D.5. Indirect Costs

Application budgets may include indirect costs. Based on qualifying factors, applicants may either use a Federally approved indirect cost rate or a 10 percent *de minimis* rate of modified total direct costs, or may claim certain costs directly, as outlined in [2 CFR 200.4133](#) states, local governments, and Indian Tribes may use previously approved indirect cost allocation plans. All methods must be applied consistently across all federal awards. Applicants that have a federal negotiated indirect cost rate, or that will be using the 10% *de minimis* rate, must enter that information in the Organization section in eGrants. However, under section 121(d) of the [National and Community Service Act of 1990](#), as amended and AmeriCorps' regulations at [45 CFR 2521.95](#) and [2540.110](#), no more than five percent of award funds may be used to recover indirect costs on AmeriCorps State and National grants. Use the [AmeriCorps eGrants Indirect Cost Rate \(IDCR\) User Instructions](#) for how to enter the organization's indirect cost rate.

Please note: To request a federally negotiated indirect cost rate agreement, when AmeriCorps is the applicable cognizant agency for an organization's indirect costs, the applicant must submit a request to [IndirectCostRate@cns.gov](mailto:IndirectCostRate@cns.gov). The applicant may also obtain instructions and additional information by contacting the email address above.

## E. APPLICATION AND SUBMISSION INFORMATION

### E.1. How to Apply

1. Submit a mandatory Notice of Intent to Apply by October 11, 2023 at 5:00 PM EST (New and Recompete applicants only)
2. Submit the Organizational Readiness Assessment by October 11, 2023 at 5:00 PM EST (New applicants only)
3. Register (or update) organization with the System for Award Management & obtain a Unique Entity Identifier
4. Establish an eGrants account (New applicants only)
5. Initiate an application
6. Write a high-quality proposal that is responsive to this NOFO
7. Submit additional documents to [LEO-MIAmeriCorps@michigan.gov](mailto:LEO-MIAmeriCorps@michigan.gov) by November 2, 2023 at 5:00 PM EST
8. Submit the application in eGrants by November 2, 2023 at 5:00 PM EST

### Notice of Intent to Apply

All new and recompeting applicants must submit a Notice of Intent to Apply via an online form: <https://www.research.net/r/LBV5XWR>. Notices of Intent to Apply are due by 5:00 PM EST on October 11, 2023.

### Organizational Readiness Assessment

All new applicants must submit the Organizational Readiness Assessment via an online form: <https://www.research.net/r/JNPQ3PS>. Readiness Assessments are due by 5:00 PM EST on October 11, 2023.

### Unique of Entity Identifier and System for Award Management (SAM)

All applicants must register with the System for Award Management (SAM) at <https://www.sam.gov/SAM/> and maintain an active SAM registration until the application process is complete. If an applicant is awarded a grant, it must maintain an active SAM registration throughout the life of the award. SAM registration must be renewed annually. Applicants finalize a new registration or renew an existing one at least three weeks before the application deadline to allow time to resolve any issues that may arise.

**Applicants must use their SAM-registered legal name and physical address on all grant applications to AmeriCorps. The legal applicant's name and physical address in eGrants must match exactly the applicant's SAM-registered information.**

Applications must include a valid Unique Entity Identifier (UEI), which is generated as part of the SAM registration process. AmeriCorps will not make awards to entities that do not have a valid SAM registration and Unique Entity Identifier.

Applications must include an Employer Identification Number. The UEI and Employer Identification Number must be entered by the organization's Grantee Administrator as an organization attribute, and this will apply the information to all applications for the organization.

If an applicant has not fully complied with these requirements by the time AmeriCorps is ready to make a federal award, AmeriCorps may determine that the applicant is not qualified to receive an award and use that determination as a basis for making a federal award to another applicant.

## Initiating an Application

To apply as a Michigan's AmeriCorps subgrantee of the MCSC:

- **New Applicants** are applying for the first time OR are former grantees whose last AmeriCorps grant was received more than five years ago OR are current planning grantees applying for an implementation grant.
  - Establish an eGrants account by accessing this link: <https://egrants.cns.gov/espan/main/login.jsp> and selecting "Don't have an eGrants account? Create an account."
  - Under Creating an Application, select **New** to start a new Grant Application
  - Select a Program Area (AmeriCorps) and click Go (do not click Next)
  - Select the NOFA titled "FY 2024 AmeriCorps State and Territory Commission (New and Cont)"
    - The January 4 deadline listed with this NOFA is relevant to the MCSC, not to its subgrantees who must submit by the deadline in these instructions.
  - Select Michigan
  - Enter application components using the navigation bar on the left
- **Recompete Applicants** are current grantees in the final year of a funding cycle and are applying for a new grant cycle OR received a competitive grant in the past five years and are seeking a new funding cycle.
  - Under Creating an Application, select **Continuation/Renewal** to continue a current grant
  - Locate the grant you wish to continue and click "Continue"
  - Select the NOFA titled "FY 2024 AmeriCorps State and Territory Commission (New and Cont)" for cost reimbursement grants or "FY 2024 AmeriCorps State and Territory Commission Fixed and EAP (New and Cont)" for fixed amount grants.
    - The January 4 deadline listed with this NOFA is relevant to the MCSC, not to its subgrantees who must submit by the deadline in these instructions.
  - Enter application components using the navigation bar on the left
- **Continuation Applicants:** See [Continuation Requests](#) section

## E.2. Application Contents

Complete applications in eGrants must include the following elements:

- Standard Form 424 (SF-424) Face Sheet: This is automatically generated when applicants complete the data elements in the eGrants system
- Applicant Info
- Application Info
- Narrative Sections:
  - Executive Summary
  - Program Design
  - Organizational Capability
  - Cost-Effectiveness & Budget Adequacy
  - Evaluation Summary Plan
- Logic Model
- Performance Measures
- Program Information
- Documents
- Budget
- Funding/Demographics
- Authorization, Assurances, and Certifications

## E.3. Page Limits

There are two application sections with different page limits: the Narratives and the Logic Model

- **Narratives:** Applications must not exceed 10 double-spaced pages for the Narrative as the pages print out from eGrants. The application sections that count towards the page limit include:
  - SF-424 Face Sheet
  - Executive Summary

- Program Design, Organizational Capability, and Cost-Effectiveness & Budget Adequacy  
The application page limit does not include Evaluation Summary/Plan, Clarification Summary, Continuation Changes, Budget, Performance Measures, or any required additional documents.
- Logic Model: The Logic Model may not exceed eight pages when printed with the application from the “Review” tab in eGrants.

Please note that the length of the application as a word processing document may differ from the length of the document printed out from eGrants. The character limits in eGrants do not align with page limits. Applicants should print out the application or view it as a PDF from the “Review and Submit” tab in eGrants prior to submission in order to confirm that the application does not exceed the page limit.

#### **E.4. Late Applications**

The MCSC will not consider applications received after the deadline unless explicit written permission is given by the MCSC to an applicant. To request an extension if extenuating circumstances arise, please email [LEO-MIAmeriCorps@michigan.gov](mailto:LEO-MIAmeriCorps@michigan.gov). The MCSC reserves the right to extend the submission deadline. Submitting an application after the deadline will result in disqualification of the application.

#### **E.5. Submitting Your Application in eGrants**

Applications must be submitted in eGrants, AmeriCorps’ web-based application system: <http://egrants.cns.gov/>. AmeriCorps recommends that applicants create an eGrants account and begin the application at least three weeks before the deadline. Applicants should draft the application as a Word document, then copy and paste the text into the appropriate eGrants field no later than 10 days before the deadline.

The applicant’s authorized representative must be the person who submits the application. The authorized representative must use their own eGrants account to sign and submit the application. A copy of the governing body’s authorization for this official representative to sign must be on file in the applicant’s office.

Applicants should contact the AmeriCorps Hotline at (800) 942-2677 if they have a problem when they create an account, prepare, or submit the application. Information about the AmeriCorps Hotline hours are also posted on the [AmeriCorps Hotline webpage](#).

**If you are applying in a continuation year, please skip to Continuation Requests Instructions**

### **F. APPLICATION COMPONENTS**

Each applicant must clearly describe a project that will effectively deploy AmeriCorps members to solve a significant community problem. Applicants should submit a high quality application that carefully follows the guidance in this Notice and Application Instructions. The quality of an application will be an important factor in determining whether an organization will receive funding.

Applications should include a well-designed plan with clear and compelling justifications for receiving the requested funds. Reviewers will assess the quality of applications by using the selection criteria described below and will rate them accordingly.

#### **F.1. Applicant Info**

Information entered in the Applicant Info, Application Info, and Budget sections will populate the SF 424 Facesheet. Enter or update the requested information in the fields that appear. The contact person needs to be the person who can answer questions about the application.

## F.2. Application Info

In the Application Info Section enter:

- Areas affected by your proposed program.
  - *Please include the two-letter abbreviation with both letters capitalized for the state where you plan to operate (MI).*
  - For city or county information, please follow each one with the two-letter capitalized state abbreviation.
- Requested project period start and end dates.
  - Project start date cannot be before August 1, 2024. If you wish to propose a start date before August 1 (no earlier than July 1, 2024), please first consult with the Michigan Community Service Commission.
  - Project start date should be the 1<sup>st</sup> of a month.
  - Project end date cannot be more than one year after the start date and should be no later than December 31, 2025.
  - Project end date should be the last day of a month.
  - Project period can be no longer than one year.
- The Application is Subject to Review by State Executive Order 12372 Process: This is pre-filled as “No, this is not applicable.”
- Indicate Yes or No if you are delinquent on any federal debt. If yes, provide an explanation.
- State Application Identifier: Enter N/A.

## F.3. Narratives

The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria as outlined. To best respond to the criteria, we suggest that you include a brief discussion of each bullet if it pertains to your application. Below are some general recommendations to help you present your project in a way the reviewers will find compelling and persuasive.

- **Lead from your program strengths and be explicit.** Do not make the mistake of trying to stretch your proposed program description to fit funding priorities and special considerations articulated in the regulations or the *Notice*.
- **Be clear and succinct.** Do not use jargon, boilerplate, rhetoric, or exaggeration. Describe clearly what you intend to do and how your project responds to the selection criteria.
- **Avoid circular reasoning.** The problem you describe should not be defined as the lack of the solution you are proposing.
- **Explain how.** Avoid simply stating that the criteria will be met. Explicitly describe how the proposed project will meet the criteria.
- **Don't make assumptions.** Even if you have received funding from AmeriCorps in the past, do not assume your reviewers know anything about you, your proposed program, your partners, or your beneficiaries. Avoid overuse of acronyms.
- **Use an impartial proofreader.** Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.
- **Follow the instructions and discuss each criterion in the order they are presented in the instructions.** Use headings to differentiate narrative sections by criterion.

Categories/Subcategories	Percentage
<b>Executive Summary</b>	<b>0</b>
<b>Program Design</b>	<b>50</b>
Community and Logic Model	24
Evidence Tier	12
Evidence Quality	8
Notice Priority	0
Member Experience	6
<b>Organizational Capability</b>	<b>25</b>
Organizational Background and Staffing	15
Member Supervision	6
Commitment to Diversity, Equity, Inclusion, and Accessibility	4
<b>Cost Effectiveness and Budget Adequacy</b>	<b>25</b>
Member Recruitment	7
Member Retention	8
Data Collection	7
Budget Alignment to Program Design	3

#### **NARRATIVE SECTIONS AND SELECTION CRITERIA:**

##### **1. Executive Summary (0 percent)**

Please fill in the blanks of these sentences to complete the Executive Summary. Do not deviate from this template.

“The [Name of the organization] will have [Number of] AmeriCorps members who will [service activities the members will be doing] in [the locations the AmeriCorps members will serve]. At the end of the first program year, the AmeriCorps members will be responsible for [anticipated outcome of project]. In addition, the AmeriCorps members will leverage [number of leveraged volunteers, if applicable] who will be engaged in [what the leveraged volunteers will be doing].

The AmeriCorps investment will be matched with \$[amount of projected match], \$[amount of local, state, and Federal Funds] in public funding and \$[amount of non-governmental funds] in private funding.”

Fixed-Amount grant applicants (EAP, Full-Cost Fixed, No Cost Slots) should list their Other Revenue (see Mandatory Supplemental Information in the Application Attachments & Appendices available on the [MI AmeriCorps funding](#) page) in the Executive Summary because they are not required to provide a specific amount of match, but still raise significant additional resources to operate the program.

##### **2. Program Design (50 percent)**

In assessing Program Design (Rationale and Approach), reviewers will examine the degree to which the applicant demonstrates how AmeriCorps members and the proposed intervention are particularly well-suited to addressing the identified community problem.

Reviewers will consider the quality of the application’s response to the criteria below. Do not assume all sub-criteria are of equal value. Please ensure the Community and Logic Model incorporates the funding



priorities listed above, for example supporting communities historically excluded and/or underserved from government services, addressing structural and institutional inequities, or increasing opportunity in order to achieve sustainable change in communities.

**2.a. Community (24 points together with Logic Model)**

The applicant will provide a detailed summary of the community problem, including:

- The role current or historical inequities faced by underserved communities may play in contributing to the problem.
- The community need as it relates to the [CDC's Social Vulnerability Index](#) and to communicate the severity and prevalence of the problem.

The applicant's intervention is likely to lead to the outcomes identified in the organization's Logic Model. No narrative is needed other than what is contained within the logic model.

*For Logic Model instructions, see [Logic Model section](#).*

**2.b. Evidence Base (20 points)**

The assessment of an applicant's evidence base has two parts.

First, the applicant will be assigned to an evidence tier (see the Mandatory Supplemental Information in the Application Attachments & Appendices available on the [MI AmeriCorps funding](#) page.)

Second, the quality of the applicant's evidence and the degree to which it supports the proposed program design, including program aligned with the priority areas identified above, will be assessed and scored.

**Evidence Tier (12 points)**

An evidence tier will be assessed for each applicant for the purpose of understanding the relative strength of each applicant's evidence base and the likelihood that the proposed intervention will lead to outcomes identified in the Logic Model.

In 2023, the evidence tiers of successful AmeriCorps State and National applicants that were competing were as follows: Strong 25%, Moderate 12%, Preliminary 20%, and Pre-Preliminary 43%. As these figures indicate, AmeriCorps values and funds programs at all points along the evidence continuum and expects programs to progress along the evidence continuum over time. Thus, applicants should not be deterred from applying for funding due to their current evidence level.

Applicants who have outcome or impact evaluation reports of the same intervention described in the application and Logic Model (see Mandatory Supplemental Information in the Application Attachments & Appendices available on the [MI AmeriCorps funding](#) page for a definition of "same intervention") may submit up to two of those reports, plus (if applicable) the evaluation report from their last three-year grant cycle, to qualify for the Preliminary, Moderate, or Strong evidence tier.

In order to qualify for consideration, the intervention evaluated in the submitted report(s) must match the intervention proposed by the applicant in the following areas, all of which must be clearly described in the Community and Logic Model sections of the application:

- Characteristics of the beneficiary population, including evidence of current or historic inequities facing the population;
- Characteristics of the population delivering the intervention;

- Dosage (frequency and duration) and design of the intervention, including all key components and activities;
- The context in which the intervention is delivered; and
- Outcome of the intervention.

Submitted reports that do not sufficiently match the intervention proposed by the applicant in all of these areas will not be considered applicable and will not be reviewed or receive any points.

Submission of additional documents that are not consistent with the guidance and requirements described in the Notice (e.g., advocacy pieces, policy briefs, other narratives that are not research studies or program evaluations) will not be reviewed.

In the Evidence Tier section of the application narrative, applicants must (1) summarize the study design and key findings of any outcome or impact evaluation report(s) submitted and (2) describe any other evidence that supports their program, including past performance measure data and/or other research studies that inform their program design. Applicants who submit evaluation reports for consideration must also describe in the Evidence Base section of the application narrative how the intervention described in the submitted reports is the same as the intervention described in the application (see Mandatory Supplemental Information in the Application Attachments & Appendices available on the [MI AmeriCorps funding](#) page

Applicants should provide citations for the studies they describe, if applicable; however, reviewers will not review any documents external to the application other than evaluation report(s) submitted in accordance with the instructions.

Applicants must meet all requirements of an evidence tier in order to be considered for that tier. If the evaluation reports submitted by the applicant do not meet the definitions in the Mandatory Supplemental Information in the Application Attachments & Appendices available on the [MI AmeriCorps funding](#) page the applicant may be considered for a lower evidence tier.

### **Evidence Quality (8 points)**

After the applicant's evidence tier has been assessed, the quality of the applicant's evidence and the extent to which it supports the proposed program design will be assessed and scored.

Applicants who are assessed as being in the Preliminary, Moderate, or Strong evidence tiers, reviewers will score the submitted evaluation reports using the following standards:

- The submitted reports are of satisfactory methodological quality and rigor for the type of evaluation conducted (e.g., adequate sample size and statistical power, internal and/or external validity, appropriate use of control or comparison groups, etc.);
- The submitted reports describe evaluations that were conducted relatively recently, preferably within the last six years;
- The submitted reports show a meaningful and significant positive effect on program beneficiaries or AmeriCorps members in at least one key outcome of interest.

Applicants that are assessed as being in the Pre-Preliminary evidence tier, reviewers will score the narrative provided in the Evidence Base section of the application using the following standards:

- The applicant uses relevant evidence, including past performance measure data and/or cited research studies, to inform their proposed program design;
- The described evidence is relatively recent, preferably from the last six years;
- The evidence described by the applicant indicates a meaningful positive effect on program beneficiaries in at least one key outcome of interest.

Applicants assessed in the Pre-Preliminary evidence tier that do not provide adequate response to the Evidence Quality standards will not meet the threshold requirements and will not be considered for funding.

**2.c. Notice Priority (0 points)**

- Identify whether the proposed program fits within one or more of the AmeriCorps funding priorities and meets all requirements within that bullet/section as outlined in Appendix I of the Application Attachments & Appendices on the [MI AmeriCorps funding](#) page.
- If your application does not fit a Notice Priority, please state so.

**2.d. Member Experience (6 points)**

In the narrative, please address how:

- AmeriCorps members will be provided an opportunity to be leaders and gain skills during their term of service that will be valued by future employers (e.g., workforce pathways, increasing levels of responsibility and leadership roles for members).
- AmeriCorps members will be provided a high quality orientation to the community they will serve in that is from an asset based frame and guided and informed by the community.

The following language is not required but the MCSC recommends including it for flexibility of service.

- Incidental Service: Our AmeriCorps members will be provided the opportunity for occasional service outside the focus of this program in order to better understand and benefit their community and to participate in National Days of Service. This may also include service opportunities identified through the MCSC's volunteer platform to increase and improve skills that will be valued by future employers. These hours may be counted toward the member's term of service if they do not interfere with their normal service hours or conflict with prohibited activities, and the service is approved by the program director.
- Disaster Response: Our AmeriCorps members' service may be temporarily redirected to disaster response efforts in the state as coordinated by the MCSC.

**3. Organizational Capability (25 percent)**

This section should explain how your organization is qualified to operate the proposed program. Reviewers will assess the extent to which the applicant demonstrates organizational background and staffing and structures, including compliance and accountability, to support the proposed program. Reviewers will consider the quality of the application's response to the following criteria below. Do not assume all sub-criteria are of equal value.

**3.a. Organizational Background and Staffing (15 points)**

- The applicant details the roles, responsibilities, and structure of the staff that will be implementing, providing oversight, and monitoring the program.
- The applicant has facilitated, partnered, or participated in educational or workforce development programs (i.e., pre-apprenticeship/registered apprenticeship, work experience and job training programs, etc.)
- The applicant describes their organization's mission and relevant experience in areas such as volunteer recruitment and management, community outreach, overcoming project implementation challenges, etc.

**3.b. Member Supervision (6 points)**

- The applicant details how AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service (e.g., structure for member supervision: cadence and

format of supervisor/AmeriCorps member check-ins, member and supervisor opportunities to assess strengths and opportunities for growth, member training plan, etc.).

- The applicant details how AmeriCorps supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations (e.g., structure for support of supervisors, training plan for supervisors related to supervision and AmeriCorps rules and regulations, cadence and format of AmeriCorps supervisors/their supervisors check ins, opportunities to assess strengths and opportunities for growth of supervisors, etc.).

### **3.c. Commitment to Diversity, Equity, Inclusion, and Accessibility (4 points)**

- The leadership and staff of the organization have similar lived experience as the beneficiary population and/or community being served.
- The applicant's definitions of diversity, equity, inclusion, and accessibility is demonstrated by the organization (e.g., diversity on the Board of Directors, agency staff and leadership, and/or volunteers) and the organization upholds a supportive and safe environment for individuals of diverse backgrounds.

## **4. Cost Effectiveness and Budget Adequacy (25 percent)**

Reviewers will assess the extent to which the applicant demonstrates the degree to which there is cost effectiveness and budget adequacy to support the proposed program. Reviewers will assess the quality of the application's response to the following criteria below.

### **Member Recruitment (7 points)**

The applicant provides a description of budget expenses to support successful recruitment of AmeriCorps members best suited to serve the community, for example from geographic or demographic communities in which the program operates.

### **Member Retention (8 points)**

The applicant provides a description of budget expenses to support retention of AmeriCorps members (e.g., additional member benefits such as increasing above the minimum living allowance, supporting workforce pathways, certifications, coaching for members, resume building, individual benefit as well as community building, network building, member recognition, alumni programming, etc.).

### **Data Collection (7 points)**

The applicant provides a description of budget expenses to support data collection, continuous improvement activities, and evaluation in service to evaluating the interventions and impact on the community and the member experience).

### **Budget Alignment to Program Design (3 points)**

The applicant's budget is aligned to the program design outlined in the narrative, meaning activities discussed in the narrative are incorporated in the budget in the agency or applicant share.

## **5. Evaluation Plan (Required for recompeting grantees - 0 percent)**

*Enter N/A in the narrative field.* Any other text entered in this field will not be reviewed. If you have previously received three or more years of competitive funding for the same project proposed in your application (see the Mandatory Supplemental Information in the Application Attachments & Appendices found on the [MI AmeriCorps funding](#) page for the AmeriCorps definition of "same project"), you must submit an evaluation plan as an attachment. Please use the evaluation plan template available on the [MI AmeriCorps funding](#) page.

The template document provides detailed information about the AmeriCorps evaluation requirements ([45 CFR 2522.700-710](#)) and specifies the information that must be provided for the evaluation plan to be approved by AmeriCorps. The evaluation plan will not be scored and will not be reviewed until after funding decisions have been made.

If the applicant has previously received six or more years of competitive funding for the same project being proposed, the applicant must submit both an evaluation plan and an evaluation report as attachments (see [Documents section](#)).

**6. Amendment Justification (0 percent)**

Enter N/A. This field will be used if the applicant is awarded a grant and needs to amend it.

**7. Clarification Information (0 percent)**

Enter N/A. This field may be used to enter information that requires clarification in the post-notification period. Please clearly label new information added during clarification with the date.

**8. Continuation Changes (0 percent)**

Enter N/A. This field will be used to enter changes in the application narratives in continuation requests.

**F.4. Logic Model (24 points together with Community narrative)**

The logic model is reviewed alongside the Community narrative.

The Logic Model is a visual representation of the applicant's Theory of Change. Applicants should include short, medium, or long-term outcomes in the Logic Model. Applicants are not required to measure all components of their Logic Model. The applicant's performance measures should be consistent with the program's Logic Model and should represent significant program activities.

Rationales and justifications should be informed by the organization's performance data (e.g., program data observed over time that suggests targets are reasonable), relevant research (e.g. targets documented by organizations running similar programs with similar populations), or prior program evaluation findings.

Applicants with multiple interventions should complete one Logic Model chart which incorporates each intervention. Logic Model content that exceeds eight pages will not be reviewed.

The applicant will depict in the Logic Model:

- The inputs or resources that are necessary to deliver the intervention, including but not limited to:
  - Locations or sites in which members will provide services
  - Context in which the intervention is delivered (e.g., the setting where the intervention is delivered)
  - Number of AmeriCorps members who will deliver the intervention
  - Characteristics of AmeriCorps members, including specific knowledge, skills, and abilities required to implement the intervention
- The core activities that define the intervention or program model that members will implement or deliver, including:
  - Duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention)
  - Dosage of the intervention (e.g., the number of hours per session or sessions per week)
  - Target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level)

- The measurable outputs that result from delivering the intervention (i.e., number of beneficiaries served, types and number of activities conducted, equity gaps closed). If applicable, identify which [National Performance Measures](#) will be used as output indicators.
- Outcomes that demonstrate meaningful changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention. If applicable, identify which National Performance Measures will be used as outcome indicators.

To begin entering your logic model in eGrants, select “Logic Model” in the left side navigation menu. In the first blank row of the logic model, click “edit.” Clicking this link will open a pop-up screen with fields for each column of the logic model. Complete any fields that are applicable; there are no required fields in this screen. When you are finished, click “save and close.”

You may add an unlimited number of rows to the logic model by clicking “add a new row.” You may edit or delete an existing row by clicking “edit” or “delete” in the last column of the logic model. Each field of the Logic Model cannot exceed 3,990 characters. If you reach the character limit of a section in the first row, you can add an additional row. **The Logic Model is limited to 8 pages when printed from eGrants.**

### F.5. Performance Measures

AmeriCorps expects applicants to use National Performance Measures as part of a comprehensive performance measurement strategy that relies on both performance and evaluation data to learn from their work and make tactical and strategic adjustments to achieve their goals.

All applicants must submit performance measures with their application. See the Application Attachments & Appendices on the [MI AmeriCorps funding](#) page for instructions for entering performance measures and see the [Performance Measure Instructions](#) for details about the number and type of performance measures required.

### F.6. Program Information

In the Program Information Section, applicants must check the relevant boxes in order to be considered for AmeriCorps assessment of the strategic considerations and Special Initiatives. Applicants should only check the boxes for those characteristics that represent a significant part of the program.

**AmeriCorps Funding Priorities:** Check any priority area(s) that apply to the proposed program. Only select priorities that represent a significant part of the program focus and intended outcomes.

**Grant Characteristics:** Check any grant characteristics that are a significant part of the proposed program.

### F.7. Documents

In addition to the application submitted in eGrants, you are required to provide additional documents at the time of your application submission. After you have submitted the documents via email, change the status in eGrants from “Not Sent” to the applicable status “Sent,” “Not Applicable,” or “Already on File at AmeriCorps.”

Additional Documents must be emailed to [LEO-MIAmeriCorps@michigan.gov](mailto:LEO-MIAmeriCorps@michigan.gov) by 5:00 p.m. EST on the application submission deadline. Emails should include individually attached files that are clearly labeled. Please provide each document as an individual file and do not send all documents as one scanned file. Documents will be submitted by the Michigan Community Service Commission to the AmeriCorps agency on your behalf; applicants should not submit documents directly to the AmeriCorps agency.

***Do not submit any items that are not requested as they will not be reviewed.***

### Document Details

		Required?		
Document	Description/Information	New Applicant	Recompete Applicant	How to Submit
Labor union concurrence	<p>Program applicant must submit labor union concurrence documentation if they meet the qualifications.*</p> <p>For the purposes of this section, “program applicant” includes any AmeriCorps applicant, including any entity applying for assistance or approved national service positions through an AmeriCorps grantee.</p>	If applicable	If applicable	Email to <a href="mailto:LEO-MIAmeriCorps@michigan.gov">LEO-MIAmeriCorps@michigan.gov</a>
Evaluation briefs, reports, studies	Please refer to the <a href="#">Evidence Base section</a> and Mandatory Supplemental Information in the Application Attachments & Appendices for detailed instructions by evidence tier. If multiple evaluation briefs/reports/studies are submitted by the applicant, the most recent (as measured by the date of completion or publication) will be reviewed first, and any documents submitted beyond the allowable number will not be reviewed.	If applicable to Evidence Tier	If applicable to Evidence Tier	Email to <a href="mailto:LEO-MIAmeriCorps@michigan.gov">LEO-MIAmeriCorps@michigan.gov</a>
Evaluation Plan	<p>Recompete applicants who have previously received three or more years of competitive funding for the same project being proposed must submit an Evaluation Plan. Evaluation plans are not scored and will not be reviewed until after funding decisions are made. <b>Use the required Evaluation Plan Template</b> available on the <a href="#">MI AmeriCorps funding</a> page.</p> <p>If an evaluation is required, you must submit a copy at the time of application even if AmeriCorps may already have it on file.</p>	No	Yes	Use template and email to <a href="mailto:LEO-MIAmeriCorps@michigan.gov">LEO-MIAmeriCorps@michigan.gov</a>
Evaluation Report	<p>Recompete applicants who have previously received six or more years of competitive funding for the same project being proposed must submit an Evaluation Report from their previously approved Evaluation Plan.</p> <p><b>Submit as a Microsoft Word document.</b> The evaluation report should include a title page with the AmeriCorps grant number for the project that was evaluated, the name of the project, and the date of completion of the report. If any of this required information is missing, the applicant may not receive credit for meeting their evaluation requirements.</p>	No	Yes if have previously received 6+ years of competitive funding for the same project being proposed.	Email as a Word document to <a href="mailto:LEO-MIAmeriCorps@michigan.gov">LEO-MIAmeriCorps@michigan.gov</a>
Federally Approved Indirect Cost Agreement	Applicants that include a federally approved indirect cost rate amount in their budget must enter the current approved indirect cost rate agreement in eGrants at the same time they submit their application. See <a href="#">Instructions</a> for entering an indirect cost rate in eGrants.	If applicable	If applicable	In eGrants: See <a href="#">Instructions</a>



Delinquent Federal Debt	Any applicant that checks Yes to the question on federal debt delinquency must submit a complete explanation in <b>Word or PDF format</b> .	If applicable	If applicable	Email to as a Word or PDF document to <a href="mailto:LEO-MIAmeriCorps@michigan.gov">LEO-MIAmeriCorps@michigan.gov</a>
Operational & Financial Management Survey (OFMS)	Must use <b>template</b> available on the <a href="#">MI AmeriCorps funding</a> page for initial application.  If selected for submission to the AmeriCorps agency, the MCSC will provide instructions for submitting the OFMS using the AmeriCorps agency's online form.	Yes	Yes	Use template and email to <a href="mailto:LEO-MIAmeriCorps@michigan.gov">LEO-MIAmeriCorps@michigan.gov</a>

- \* 1) If a program applicant—a) Proposes to serve as the placement site for AmeriCorps members; and b) Has employees engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps members; and c) Those employees are represented by a local labor organization—then the application must include the written concurrence of the local labor organization representing those employees. Written concurrence can be in the form of a letter or e-mail from the local union leadership.
- 2) If a program applicant: a) Proposes to place AmeriCorps members at sites where they will be engaged in the same or substantially similar work as employees represented by a local labor organization, then the applicant must submit a written description of how it will ensure that: i) They will not place AmeriCorps members in positions that were recently occupied by paid staff. ii) They will not place any AmeriCorps member into a position for which a recently resigned or discharged employee has recall rights as a result of a collective bargaining agreement, from which a recently resigned or discharged employee was removed as a result of a reduction in force, or from which a recently resigned/discharged employee is on leave or strike.

## F.8. Budget

See [Preparing Your Budget](#) section and budget attachments in the Application Attachments & Appendices available on the [MI AmeriCorps funding](#) page for full information about the Budget component of the application.

### F.8.a. Match Requirements

Program requirements, including requirements on match are located in the AmeriCorps Regulations and summarized below.

#### Match Requirements in the AmeriCorps Regulations

Grant Type	Match Requirement
Cost Reimbursement including States and Territories without Commissions, Native Nations	Minimum grantee share is 24% of program costs for the first three years. Overall grantee share of total program costs increases gradually beginning in Year 4 to 50% by the tenth year of funding and any year thereafter.
EAP Fixed Amount Grants	There are no specific match requirements for fixed amount grants. Grantees pay all program costs over the costs provided by AmeriCorps.
Professional Corps Fixed Amount Grants	There are no specific match requirements for fixed amount grants. Grantees pay all program costs over the costs provided by AmeriCorps.
Stipended Fixed Amount Grants	There are no specific match requirements for fixed amount grants. Grantees pay all program costs over the costs provided by AmeriCorps.

- Grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as you maintain the minimum match of 24% for the first three years and the increasing minimums in years thereafter. See 45 CFR §§ 2521.35–2521.90 for the specific regulations.



- If you are applying for the first time, you must match with cash or in-kind contributions at least 24% of the project's total Operating Costs (Section I) plus Member Costs (Section II) plus Administrative Costs (Section III). If you are recompeting, please see 45 CFR §§ 2521.40-2521.95 for the match schedule.
- The acceptable sources of matching funds are federal, state, local, and/or private sector funds in accordance with applicable AmeriCorps requirements.
- In the "Source of Funds" field that appears at the end of Budget Section III, enter a brief description of the match. Identify each match source separately. Identify if the match is secured or proposed. Include dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, or Federal) for your entire match. (The total amount in the Source of Funds field should match the total amount in the budget narrative exactly.) Define all acronyms the first time they are used. See Attachment G in the Application Attachments & Appendices available on the [MI AmeriCorps funding](#) page for instructions on applying for the Alternative Match Schedule and/or a match waiver.

*Note:* AmeriCorps legislation permits the use of non-AmeriCorps federal funds as match for the grantee share of the budget. Please discuss your intention of using federal funds to match an AmeriCorps grant with the other agency prior to submitting your application. Section 121(e)(5) of the National Community Service Act requires that grantees who use other federal funds as match for an AmeriCorps grant report the amount and source of these funds to AmeriCorps. If you use other federal funds as match, you must ensure you can meet the requirements and purpose of both grants. Grantees who use federal funds as match will be required to report the sources and amounts on the Federal Financial Report (FFR).

#### **F.8.b. Preparing Your Budget**

Your proposed budget should be sufficient to allow you to perform the tasks described in your narrative. Reviewers will consider the information you provide in this section in their assessment of the Cost-Effectiveness and Budget Adequacy selection criterion. Follow the detailed budget instructions in the Application Attachments & Appendices available on the [MI AmeriCorps funding](#) page to prepare your budget.

As you enter your detailed budget information, eGrants will automatically populate a budget summary and budget narrative report. Prior to submission be sure to review the budget checklist in the Application Attachments & Appendices available on the [MI AmeriCorps funding](#) page to ensure your budget is compliant. In addition, eGrants will perform a limited compliance check to validate the budget. If eGrants finds any compliance issues you will receive a warning and/or error messages. You must resolve all errors before you can submit your budget.

As you prepare your budget:

- All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Itemize each cost and present the basis for all calculations in the form of an equation.
- Do not include unallowable expenses, e.g. entertainment costs (which include food and beverage costs), unless they are justified as an essential component of an activity.
- Do not include fractional amounts (cents).
- **Please add the costs associated with the National Service Criminal History Checks. These include the National Sex Offender Public Website (NSOPW), state check, and FBI check for criminal history checks for each covered position in the budget. If funds are not budgeted, you must note in the budget an explanation for how you will cover the costs.**

Programs must comply with all applicable federal laws, regulations, and the requirements of the Uniform Guidance. Please refer to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for

Federal Awards (2 CFR Part 200) for allowable, allocable, and reasonable cost information, as well as audit requirements, including the need to provide audits to the Clearinghouse if expending over \$750,000 in federal funds. The Uniform Guidance is [online](#).

### F.9. Funding/Demographics

In the Funding/Demographics Section, enter the information requested which could include:

- **Other Revenue funds:** Enter the amount of funds that your program uses to run the program that are not identified on the application budget as CNCS share or grantee share (match). Note: Programs should not enter the total operating budget for their organization unless the entire operating budget supports the AmeriCorps program. Programs that have additional revenue sources not included in the matching funds section of the budget should provide the amount of this additional revenue that supports the program. This amount should not include the CNCS or grantee share amounts in the budget. Fixed amount grantees should enter all non-CNCS funds that support the program in this field. All fixed amount grants will have other revenue.
- **Number of Volunteers Generated by AmeriCorps members:** Please enter the number of volunteers participating in one-day service projects or ongoing volunteer commitments that the proposed AmeriCorps members will generate.

### F.10. Review, Authorize, and Submit

Applicants must submit common federal government-wide Representations and Certifications through SAM.gov. Entities creating new registrations in SAM.gov and existing entities completing their annual registration renewals in SAM.gov are required to review financial assistance representations and certifications before their registration can be activated. As entities renew and re-register their accounts, the data collected make SAM.gov the federal repository for the government-wide information.

eGrants requires that you review and verify your entire application before submitting, by completing the following sections in eGrants: Review, Authorize, Assurances, Certifications, Verify, Submit.

Read the Authorization, Assurances, and Certifications carefully. The person who authorizes the application must be the applicant's Authorized Representative or their designee and must have an active eGrants account to sign these documents electronically. An Authorized Representative is the person in your organization authorized to accept and commit funds on behalf of the organization. You must have a copy of the governing body's authorization for this official representative to sign on file in the applicant's office.

Be sure to check your entire application to ensure that there are no errors before submitting it. When you verify the application, eGrants will also generate a list of errors if there are sections that need to be corrected prior to submission. If someone else is acting in the role of the applicant's Authorized Representative, that person must log into their eGrants account and proceed with Authorize and Submit. After signing off on the Authorization, Assurances, and Certifications, their name will override any previous signatory who may appear and show on the application as the Authorized Representative.

***Note: Anyone within your organization who will be entering information in the application at any point during application preparation and submission in the eGrants system must have their own eGrants account.***

## G. CONTINUATION REQUESTS

Organizations that have current competitive ASN awards that will be in program Year 2 or Year 3 in FY 2024 are considered continuation applicants. The following instructions for submitting a continuation request apply only to those applicants. If your program is currently in the final year of its grant cycle, you must apply using the application instructions for new and recompetiting programs.

In addition, if you are in year two or three of a cost reimbursement grant cycle, you need to submit a new application to participate as a fixed amount grant; you cannot continue your existing project period and switch from cost reimbursement to fixed amount. AmeriCorps reserves the right to consider your continuation request if your fixed amount application is not funded.

### G.1. Continuation Funding Information and Requirements

Continuation applicants must submit an application in order to be eligible to receive funding for the FY 2024 program year.

Requests by existing continuation applicants for increases in the level of funding or number of positions will be assessed using the selection criteria published in this Notice.

Continuation application review will also be based on progress reports, the federal financial report, evaluation plans, and AmeriCorps staff's knowledge of the grant program. To be approved for continuation funding, recipients must demonstrate satisfactory performance with respect to key program goals and requirements, as well as compliance with the terms and conditions of the grant.

AmeriCorps reserves the right to award applications in an amount less than the requested level of funding and will document the rationale for doing so.

#### When and How to Submit Your Continuation Request:

Continuation requests are due in eGrants by 5:00 p.m. EST on November 2, 2023. To submit a continuation request:

- Click **Continuation/Renewal** on your eGrants home page. You will be shown a list of grants that are eligible to be continued. Select the grant you wish to continue. **Make sure you select the correct one. Do not start a new application.** The system will copy your most recently awarded application.
- Edit your continuation application as directed in the continuation request instructions below.
- When you have completed your work, click the **SUBMIT** button.

### G.2. What to Include in Your Continuation Request

#### Applicant Info and Application Info

Update the Applicant Info and Application Info Sections in eGrants if necessary. Note in the Continuation Changes field that you have updated the Applicant Info or Application Info Section(s).

#### Narrative Sections

Your original application will appear in the narrative sections: Executive Summary, Rationale and Approach/Program Design, Organizational Capability, Cost Effectiveness and Budget Adequacy, Evaluation Summary or Plan, Amendment Justification, Clarification Information, and Continuation Changes, as appropriate. **Do not modify these original narrative fields.**

AmeriCorps expects that programs will maintain a consistent program design for the duration of the three-year project period; however, we recognize that, on occasion, some programmatic changes are necessary. As a result, continuation applicants may request the changes listed below during the

continuation process. Information should be provided in the **Continuation Changes** narrative field as relevant.

- Changes in Operating Sites
- Significant Changes in Program Scope or Design
- Changes to Performance Measures
- Significant Changes to Monitoring Structures or Staffing
- Budget revisions

*If you are not requesting changes that fit within the above categories should enter “N/A” in Continuation Changes. AmeriCorps expects that most continuation applications will not be requesting changes.*

The page limit for the Continuation Changes field is six pages, as the pages print out from eGrants.

Evaluation plans are approved by AmeriCorps when applicants re-compete for funding. If you wish to make changes to your evaluation plan, do NOT change the text of the Evaluation Summary or Plan field in your application. Instead, consult with the MCSC about proposed changes.

### **Logic Model**

Continuation applicants do not need to enter content into these fields.

### **Performance Measures Section**

Your performance measures are copied from your previous year’s application into your continuation request. If you made changes to your program, such as adding or changing grant-funded activities, or requesting additional slots or MSYs, you may need to revise your performance measures. Continuation applicants whose measures do not align with the current-year Performance Measure Instructions must also revise their measures to conform with the current instructions.

To revise performance measures, “View/Edit” the performance measures that copy over from your original application or add new performance measures (see Application Attachments & Appendices available on the [MI AmeriCorps Funding](#) page). Note in the Continuation Changes field that you have updated your performance measures. If you are proposing to significantly increase or decrease output or outcome targets for existing performance measures, provide a justification for this change.

### **Program Information**

In the Program Information Section, review and make selections as appropriate. Applicants should only select priorities and characteristics that represent a significant part of the program.

**AmeriCorps Funding Priorities:** Check any that apply to the proposed program. Only select priorities that represent a significant part of the program focus and intended outcomes.

**Grant Characteristics:** Check any that are a significant part of the proposed program.

### **Budget Section**

Your budget from the previous year’s application is copied into your continuation request so you can make the necessary adjustments. Revise your detailed budget for the upcoming year. Incorporate any required AmeriCorps increases, such as an increase to the member living allowance, into your budget. **Continuation applicants may apply for expansions. Expansions are increases in dollars, MSY, and/or members. Expansion requests may not exceed the cost/MSY threshold in the Notice.**

### **Source of Funds (Match)**

In the “Source of Funds” field that appears at the end of Budget Section III, enter a brief description of the match. Identify each match source separately. Identify if the match is secured or proposed. Include dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, or Federal) for your **entire match**. (The total amount in the Source of Funds field should match the total amount in the budget narrative exactly.) Define all acronyms the first time they are used.

### **Carry Forward Funding**

Carry forward funding for competitive funded cost reimbursement continuation grantees is not available because the MCSC’s prime grant is not in a continuation year in program year 2024-25.

Carry forward funding may be available for competitive funded fixed amount continuation grantees in 2024-25 if the grantee has unexpended funds from previous years in the funding cycle. AmeriCorps will allow you to carry forward unexpended competitive funds to support the next program year.

Before including carry forward funds in the proposed 2024-25 budget, the applicant must:

1. Consult with an MCSC program officer to determine if you are eligible;
2. Create a budget as part of the 2024-25 application in eGrants that *excludes* carry forward funds;
3. Complete a carry forward request using the 2024-25 MI AmeriCorps Competitive Carry Forward Workbook and submit it to the MCSC at the time of application;
4. Receive approval from the MCSC to include carry forward funds; and
5. Revise the proposed budget and application in eGrants to incorporate the carry forward funds.

Carry forward instructions and workbook are available on the [MI AmeriCorps Funding](#) page.

### **Fully Funded Grantees**

Fully funded grantees, previously known as multi-year funded grantees, are grantees that received program year two and/or program year three funds in a previous grant year. Fully funded grantees may request up to the dollar and MSY amounts they were granted for the continuation year for which they are applying. Fully funded grantees may not request funds or MSYs in excess of the amounts they were awarded for each year (year two or year three) of their fully funded grants.

### **Increasing Grantee Overall Share of Total Budgeted Costs**

AmeriCorps requires grantees to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as you maintain the minimum match of 24% for the first three years and the increasing minimums in years thereafter. See 45 CFR §§ 2521.35–2521.90 for the specific regulations.

See the Application Attachments & Appendices available on the [MI AmeriCorps Funding](#) page for instructions for applying for the Alternative Match Schedule and/or a match waiver.

### **Funding/Demographics Section**

In the Funding/Demographics Section, enter the requested information:

- **Other Revenue funds:** Enter the amount of funds that your program uses to run the program that are not CNCS share or match.
- **Number of Volunteers Generated by AmeriCorps members:** Please enter the number of volunteers participating in one-day service projects or ongoing volunteer commitments that the proposed AmeriCorps members will generate.

### **G.3. Review, Authorize, and Submit**

Applicants must submit common federal government-wide Representations and Certifications through SAM.gov. Entities creating new registrations in SAM.gov and existing entities completing their annual registration renewals in SAM.gov are required to review financial assistance representations and certifications before their registration can be activated. As entities renew and re-register their accounts, the data collected make SAM.gov the federal repository for the government-wide information.

eGrants requires that you review and verify your entire application before submitting, by completing the following sections in eGrants: Review, Authorize, Assurances, Certifications, Verify, Submit. Read the Authorization, Assurances, and Certifications carefully. The person who authorizes the application must be the applicant's Authorized Representative or their designee and must have an active eGrants account to sign these documents electronically. An Authorized Representative is the person in your organization authorized to accept and commit funds on behalf of the organization. You must have a copy of the governing body's authorization for this official representative to sign on file in the applicant's office.

Be sure to check your entire application prior to submission to ensure that there are no errors. When you verify the application, eGrants will also generate a list of errors if there are sections that you need to correct prior to submission. If someone else is acting in the role of the applicant's Authorized Representative, that person must log into their eGrants account and proceed with Authorize and Submit. After signing off on the Authorization, Assurances, and Certifications, their name will override any previous signatory that may appear and show on the application as the Authorized Representative.

***Note: Anyone within your organization who will be entering information in the application at any point during application preparation and submission in the eGrants system must have their own eGrants account.***

Individuals may establish an eGrants account by accessing the [eGrants website](#) and selecting "Don't have an eGrants account? Create an account."

## **H. APPLICATION REVIEW INFORMATION**

### **H.1. Review and Selection Process**

The MCSC will review applications submitted for Michigan in eGrants. MCSC staff will provide feedback to applicants and may request revisions before submission to the AmeriCorps agency as part of the Michigan's AmeriCorps prime application package.

AmeriCorps will engage External Reviewers with relevant knowledge and expertise to assess and provide input on the eligible applications. The review and selection process is intended to produce a diversified set of high-quality programs that represent the priorities and strategic considerations described in this Notice. The determinations made by AmeriCorps reviewers may be different from what the applicant self-determined upon submission of its application. The stages of the review and selection process follow:

### **Initial Application Compliance and Eligibility Review**

AmeriCorps will conduct an initial Compliance and Eligibility Review to determine if an application meets the eligibility requirements published here and advances to the next stage of the review process.

Reviewing for eligibility is intended to ensure that only those applications that are eligible for award are further reviewed. However, determinations of eligibility can take place at any point during the application review and selection process. Applicants that are determined to be ineligible will not receive an award.

### **AmeriCorps Agency Application Review**

The AmeriCorps agency will conduct external and internal reviews along with a pre-award risk assessment.

#### **External Review**

External Reviewers will assess applications based on the Program Design, Organizational Capability, Cost-Effectiveness and Budget Adequacy, and Evidence Selection Criteria. AmeriCorps will recruit and select reviewers on the basis of demonstrated expertise in AmeriCorps State and National programming and/or the Focus Areas, as well as experience assessing applications. All External Reviewers will be screened for conflicts of interest.

#### **Internal Review**

AmeriCorps will review and assess the input from the State Service Commissions about National Direct applications. Staff will also assess budget compliance and review for prohibited activities.

#### **Post-Review Quality Control**

After the initial review process is complete, AmeriCorps staff will review the initial results for fairness and consistency. Some applications may be selected for a Post-Review Quality Control assessment. This additional level of review will be used to ensure fairness and provide assurances that an application was not disadvantaged in the original review.

#### **Pre-Award Risk Assessment**

AmeriCorps staff will assess the risks to the program posed by each applicant to determine an applicant's ability to manage Federal Funds. This evaluation is in addition to those about the applicant's eligibility and the quality of its application on the basis of the selection criteria. Results from this assessment will inform funding decisions. If AmeriCorps determines that an award will be made to an applicant with assessed risks, special conditions that correspond to the degree of assessed risk may be applied to the award. Applicants may not be selected for funding if AmeriCorps determines that the applicant's risks cannot be mitigated.

In assessing risks, AmeriCorps may consider the following criteria:

- Due Diligence, including:
  - Federal debt delinquency
  - Suspension and debarment
    - Information available through Office of Management and Budget (OMB)- designated repositories of government-wide eligibility qualification or financial integrity information, such as [U.S. Treasury Bureau of Fiscal Services, System for Award Management \(SAM\)](#), "Do Not Pay"
- Reports and findings from single audits performed under Uniform Administrative Guidance and findings of any other available audits or investigations



- IRS Tax Form 990
- [Oversight.gov](https://www.oversight.gov)
- Public Litigation Records
- Operational and Financial Management, including:
  - Financial stability
  - Operational and Financial Management Survey (OFMS)
- Past Performance, including:
  - Applicant's record in managing previous AmeriCorps awards, cooperative agreements, or procurement awards, including:
    - Timely compliance with applicable reporting requirements
    - Accuracy of data reported
    - Validity of performance measure data reported
    - Conformity to the terms and conditions of previous Federal awards
    - Ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients
    - Timely closeout of other awards
    - Meeting matching requirements
    - Extent to which any previously awarded amounts will be expended prior to future awards
    - Meeting National Service Criminal History Check (NSCHC) compliance (Use section [National Criminal History Check Requirements](#) and the [NSCHC webpage](#) for more information)
- Other Programmatic Risks, Financial, Organizational, Compliance, and Fraud including:
  - Publicly available information, including from the applicant organization's website
  - Amount of funding requested by the organization
  - Other elements, such as keyword searches for prohibited activities

Applicants will find information to help them understand pre-award due diligence checks in the AmeriCorps Due Diligence Review Process and Compliance training available on the [Manage Your Grant](#) webpage. This content will help applicants obtain due diligence compliance and remain compliant throughout the grant life.

## **H.2. Consideration of Integrity and Performance System Information**

Prior to making any award that exceeds the \$250,000, AmeriCorps is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM.gov (See [41 U.S.C. 2313](#)). Additionally, AmeriCorps may expand upon these requirements and use its discretion to review and consider information about any applicant receiving an award, including those under \$250,000. See the [AmeriCorps Notice](#) for more details.

## **H.3. Selection for Funding**

The review and selection process are designed to:

- Identify how well eligible applications are aligned with the application review criteria
- Build a diversified portfolio based on the following strategic considerations:
  - AmeriCorps Funding Priorities
    - Meaningful representation of rural communities and innovative community strategies
  - CEO discretion to advance strategic goals

See the [AmeriCorps Notice](#) for more details.



***AmeriCorps and the MCSC reserve the right to adjust or make changes to the review process, if unforeseen challenges or urgent circumstances make it impossible, impracticable, or inefficient to conduct the review process as planned. Any such adjustments or changes will not affect the selection criteria that will be used to assess applications.***

#### **H.4. Applicant Resolution**

AmeriCorps may ask an applicant for information after notification of competition results to resolve any issues prior to award. AmeriCorps will ask all grantees for a written compliance implementation plan that includes notification of waste, fraud, and abuse to the agency's OIG. An applicant's failure to respond adequately and in a timely manner may result in the removal of its application from the award process.

#### **H.5. Feedback to Applicants**

The MCSC will provide feedback to applicants after initial submission and before final submission to AmeriCorps. The applicant will have an opportunity to incorporate the MCSC's feedback before final submission. Each compliant applicant will receive feedback from AmeriCorps' External Review.

#### **H.5. Transparency in Grant-making**

AmeriCorps is committed to transparency in grant-making. A list of all approved applications for new and re-competing applications will be published on [AmeriCorps Funded Grants](#) within 90 business days after all grants are awarded. Submitted program narratives, executive summaries, a blank template of the external review worksheet, and a list of all external reviewers who completed the review process for successful applications will be available upon request via email to [AmeriCorpsOGA@cns.gov](mailto:AmeriCorpsOGA@cns.gov). Further information about funded grants and subgrants is also available in [USASpending.gov](https://USASpending.gov).

#### **H.6. Reopening and Reconsideration**

The MCSC reserves the right to reopen this Funding Opportunity and reconsider applicants.

### **I. MICHIGAN'S AMERICORPS SUBGRANTEE EXPECTATIONS**

#### **I.1. Member and Service Site Selection**

Each individual program selects its own Michigan's AmeriCorps members, and the selection criteria may vary among programs. Programs must select members in a non-partisan, non-political, non-discriminatory manner that is in accordance with State and Federal equal employment opportunity laws. Programs must establish minimum qualifications for members related to the service they will provide, including the successful completion of an AmeriCorps orientation period. Programs must ensure they do not displace any existing paid employees. Programs must select and support member service sites, if applicable, and ensure adequate member supervision.

#### **I.2. Program Monitoring and Management Responsibilities**

Programs are responsible for monitoring members and service sites. Monitoring needs to cover each program, function, and activity. If approved for an AmeriCorps grant, the host organization is responsible for managing the day-to-day operations of grant-supported activities. Activities must be in compliance with applicable federal requirements and address performance goals. The organization is responsible for ensuring program quality and that the program has an impact on the problems facing the communities in which it operates. This includes monitoring the member services and service sites, including the timely and accurate documentation of member eligibility and service hours. Each program should develop systems to train members and supervisors on these requirements, and to closely track and monitor these requirements.

### **I.3. Michigan's AmeriCorps Program Director Requirements**

Michigan's AmeriCorps programs must have a full-time program director dedicated to program oversight unless written approval is given by the MCSC staff to waive this requirement. Program directors must participate in regularly scheduled program directors' meetings and conference calls.

### **I.4. Communication with the MCSC**

Michigan's AmeriCorps programs are expected to maintain reasonable communication with the MCSC, including notifying the MCSC of any information that requires their notification, responding in a timely manner to MCSC communication and requests, answering questions, clarifying issues, and maintaining transparency.

### **I.5. Program Reporting**

Michigan's AmeriCorps programs must comply with all reporting required by the MCSC, including but not limited to programmatic progress reports and expenditure reports. Programs are required to use an MCSC designated on-line reporting system for all aspects of reporting.

### **I.6. Timekeeping**

Michigan's AmeriCorps programs must use a member timekeeping system identified by the MCSC.

### **I.7. Use of Fieldprint**

As part of the required National Service Criminal History Checks conducted on individuals in covered positions, Michigan's AmeriCorps programs are required to use Fieldprint for FBI checks.

### **I.8. MCSC Special Events**

Michigan's AmeriCorps staff and members are strongly encouraged to participate in all MCSC sponsored program trainings and service events, including Regional Russ Mawby Signature Service Projects. In addition, organizational leaders may be required to attend an annual meeting to discuss sustainability and national service issues.

### **I.9. Participation in National Days of Service**

As part of the national service network, there are a number of opportunities for programs and program participants related to national days of service. The MCSC expects Michigan's AmeriCorps programs to participate in one or more days of service, including the 9-11 National Day of Service and Remembrance, Martin Luther King, Jr. Day of Service, National AmeriCorps Week, National Volunteer Week, and Global Youth Service Day as is feasible. National days of service are one way for programs to engage volunteers.

## **J. AWARD ADMINISTRATION INFORMATION**

### **J.1. Federal Award Notices**

AmeriCorps will make awards following the selection announcement. AmeriCorps anticipates announcing the results of this funding opportunity by mid-April 2024 contingent on the availability of congressional appropriations. All applicants, successful or not, will be notified of funding decisions by the MCSC. Notification of an award is not an authorization to begin activities. The Notice of Grant Award (NGA) signed by the Office of Grant Administration is the authorizing document. An awardee may not expend Federal Funds until the start of the Period of Performance identified on the Notice of Grant Award.

## **J.2. Administrative and National Policy Requirements**

### **J.2.a. Uniform Guidance**

All awards made under this Notice will be subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), in [2 CFR Parts 200 and 2205](#).

### **J.2.b. Requests for Monitoring or Improper Payment Information**

AmeriCorps may request documentation from recipients in order to monitor the award or to comply with other legal requirements, including the [Payment Integrity Information Act of 2019](#). Failure to make timely responses to these requests may result in award funds being placed on manual hold, reimbursement only status, or other remedies may be applied as appropriate.

### **J.2.c. AmeriCorps Terms and Conditions**

All awards made under this Notice will be subject to the FY 2024 AmeriCorps General Terms and Conditions, and the FY 2024 Program-Specific Terms and Conditions for the particular program (when applicable). These Terms and Conditions contain detailed, mandatory compliance and reporting requirements. Current versions of the AmeriCorps General and Program-Specific Terms and Conditions for each of its programs is available on the [AmeriCorps Manage Your Grant webpage](#).

### **J.2.d. National Service Criminal History Check Requirements**

The National Service Criminal History Check (NSCHC) is a specific screening procedure established by law to protect the beneficiaries of national service. We encourage grantees to minimize barriers to service without putting their program beneficiaries at genuine risk. The law requires grantees to conduct and document NSCHCs on persons (including award-funded staff, national service participant, or volunteer) receiving a salary, living allowance, stipend, or education award through a program receiving AmeriCorps funds. This includes staff that receive part of their salary through a subgrant.

- Award recipients and subrecipients must conduct an NSCHC for AmeriCorps members, AmeriCorps Seniors volunteers, and staff funded under, or whose salary is reflected as match on the award. Limited exceptions are described in [45 CFR 2540.201](#).
- AmeriCorps strongly encourages applicants to review the regulations and additional guidance to fully understand how to comply with the requirements. Use the [NSCHC regulations and guidance](#).
- AmeriCorps also strongly encourages award recipients to utilize the two AmeriCorps-approved vendors to conduct the required NSCHCs.
- The cost of conducting NSCHC is an allowable expense under the award and the individual subject to the NSCHC must not be required to cover the cost.
- Failure to fully comply with all NSCHC requirements will result in significant disallowed costs.

Recipients must complete the following criminal history checks:

1. National Sex Offender Public website through [NSOPW.gov](#) (nationwide check);
2. State criminal history record repository or agency-designated alternative for the individual's State of residence and State of service; and
3. Fingerprint-based check of the FBI criminal history record database through the State criminal history record repository or agency-approved vendor.

All checks must be conducted, reviewed, and an eligibility determination made before the individual begins work or service.

An individual is **not eligible** to serve or work in a position subject to the NSCHC requirements if the individual:

- Refuses to consent to a criminal history check;
- Makes a false statement in connection with a criminal history check;
- Is registered, or is required to be registered, on a state sex offender registry or the National Sex Offender Registry; or
- Has been convicted of murder, as defined in 18 U.S.C. 1111.

Use [45 CFR 2540.200– 2540.207](#) and [National Service Criminal History Check Resources](#) for complete information and FAQs.

### **J.2.e. Official Guidance**

All AmeriCorps active Guidance is available on the [agency's Guidance webpage](#). The contents of these documents do not have the force and effect of law and are not meant to bind the public in any way unless incorporated into a contract or grant agreement. These documents are intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

### **J.3. Use of Material**

To ensure that materials generated with AmeriCorps funding are available to the public and readily accessible to recipients and non-recipients, AmeriCorps reserves a royalty-free, nonexclusive, and irrevocable right to obtain, use, modify, reproduce, publish, or disseminate publications and materials produced under the award, including data, and to authorize others to do so ([2 CFR §200.315](#)).

### **J.4. Reporting**

Recipients are required to submit a variety of reports which are due at specific times during the life cycle of an award. All reports must be accurate, complete, and submitted on time.

Michigan sub-grantees are required to provide progress and financial reports to the MCSC, and an internal or external evaluation report as required by the AmeriCorps regulations [45 CFR 2522.500-2522.540 and 2522.700-2522.740](#).

Fixed Amount grantees are required to provide annual and final progress reports through eGrants, AmeriCorps' web-based grants management system and an internal or external evaluation report.

In addition, at the end of the award period, a grantee must submit final financial and progress reports that are cumulative over the entire award period and consistent with the closeout requirements. Fixed Amount grantees are exempt from the final financial report requirement. The final reports are due 120 days after the end of the period of performance.

Award recipients will be required to report at [Federal Funding Accountability and Transparency Act Subaward Reporting System \(FSRS\)](#) on all subawards over \$30,000 and may be required to report on executive compensation for the recipient organization and its subrecipients. Recipients and subrecipients must have the necessary systems in place to collect and report this information. See [2 CFR Part 170](#) for more information and to determine how these requirements apply.

## **K. TECHNICAL ASSISTANCE**

### **K.1. MCSC Technical Assistance**

The MCSC intends to provide technical assistance and support to ensure that strong proposals are developed. The following policies will be followed as a fair process for the provision of technical assistance: 1. Technical Assistance will be equally available to all prospective applicants. 2. Staff will only respond to applicants who have reviewed the available written materials and have a specific question to be answered. 3. The MCSC will provide applicants with technical assistance on entering and submitting proposals in AmeriCorps' web-based grants management system and will provide guidance on how to access assistance from the National Service Hotline.

### **K.2. AmeriCorps Technical Assistance**

AmeriCorps will host technical assistance calls to answer questions about the funding opportunity and eGrants. AmeriCorps strongly encourages all applicants to participate in these sessions. Information for these technical assistance calls is available on the [AmeriCorps' Funding Opportunities website](#). Resources applicants need to effectively manage their grant award, including eGrants instructions, terms and conditions, individual match waiver, pre-award requirements, financial reporting requirements, and training and technical assistance materials are found on the [Manage Your Grant webpage](#). For more information, call (202) 606-7508 or email [AmeriCorpsGrants@cns.gov](mailto:AmeriCorpsGrants@cns.gov). For technical questions and problems with the eGrants system, call the AmeriCorps Hotline at (800) 942-2677, selecting Option 3. Information about the AmeriCorps Hotline hours are also posted on the [AmeriCorps Hotline webpage](#). Be prepared to provide the application ID, organization's name, and the name of the Notice to which the organization is applying.

### **K.3. Re-Focusing of Funding**

AmeriCorps reserves the right to re-focus program dollars under this Notice in the event of disaster or other compelling needs.

## **IMPORTANT NOTICES**

Please see the Attachments and Appendices for important information including

- Disclosures
- Public Burden Statement
- Privacy Act Statement